

21 May 1964

MEMORANDUM FOR: All Personnel in the Secure Area

SUBJECT : Airconditioning System in Secure Area

1. Many complaints have been received regarding the drafts, and the excessive amount of cold air blowing down from the ceiling vents. These complaints have been passed along to the appropriate offices, and hopefully we will be getting some assistance.

2. The ventilation experts tell us that our system cannot operate at top efficiency unless the doors are kept closed and all vents are unblocked. So, until the experts can make the necessary adjustments and in order to have a true test of the system, please keep all the doors closed and all the ceiling vents uncovered.

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Chief, Document Division